Data Reporting Procedures

for Preschool Programs

Submitting Student Data

through SAIS Online

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

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Introduction

Although SAIS Online may be used by a variety of educational providers for reporting membership, attendance and other data relevant to funding by the Arizona Department of Education, this document focuses exclusively on reporting data for preschool programs. It explains what information is needed and how state aid can be acquired.

Preschool ADM funding

Preschool children with disabilities who are placed by their IEP teams in a Head Start, approved private special education program, or licensed private preschool program are eligible for state aid. (ARS § 15-771) State aid is paid to the District of Residence (DOR) which is the district in which the student lives. Children who attend such third-party program must have certain disabling conditions to qualify for state aid.

Who Qualifies for Preschool ADM funding?

A preschool child is defined as being 'at least three years of age but who has not reached the age required for kindergarten….The governing board of a school district may admit otherwise eligible children who are within ninety days of their third birthday.' (ARS §15-771 G) The Arizona Department of Education (ADE) will fund the district for these students who are enrolled in the third-party program during the first one hundred days of the school's calendar. State aid includes average daily membership (ADM) and Group B add-ons for the district.

State aid is for preschool students with particular disabling conditions. These conditions include:
1. Hearing impairment
2. Visual impairment
3. Preschool severe delay
4. Preschool moderate delay
5. Preschool speech/language delay

According to USFR Memorandum No. 191 which is located at the back of this document, preschool children should receive a minimum of 360 minutes of instruction per week and the program should meet for at least three days during the week.

Reporting Information to ADE

So that we may correctly reimburse a district for the students who are receiving education from a third-party program, the ADE requires information about the program and the students. This information includes the school calendar, the enrollment dates of the students, their attendance and absence information and their handicapping conditions with program codes.

The information is sent to ADE electronically, either through data submission files prepared by a SMS (student data management system) or SAIS On-line. All of the data is maintained in an application referred to as SAIS (Student Accountability Information System) and payments are made based on the membership days of the students during the first 100 days of the school's calendar and their handicapping conditions.

Responsibility for Submitting Data

The District of Residence personnel and the third-party program personnel should decide who is responsible for entering the data. The chosen individual must enter the data under the CTDS of third-party program; therefore the program director must obtain the CTDS number, access to Common Logon, the user name and password.

If the District of Residence assumes responsibility for the data entry, a Memorandum of Understanding (MOU) must be signed by both the business manager of the DOR and the business manager of the third-party program.

The MOU must be submitted to Katherine van Mourik, Director of Data Collections in the School Finance Unit at the Department of Education via fax (602-542-3099). A copy of the MOU is located at the end of this document.

Obtaining a CTDS

In order to submit the data to SAIS, schools must request an identifying number known as the CTDS which stands for County, Type of Entity, District and School. The number is obtained from the School Finance department by submitting the request form 'Adding or Changing District/Site Data'. A copy of the form may be obtained by using this link:

http://www.ade.az.gov/schoolfinance/FAQs/CTDS_District/AddChgDistSchl.pdf

The business manager or superintendent should complete the form. If the submitter is unsure of the CTDS, the fields can be left blank and School Finance personnel will assign the numbers. When the form is as complete as possible, fax it to David Schuricht of School Finance at 602-542-3099 (fax). David can be reached at 602-542-8243 or by e-mail at dschuri@ade.az.gov.

Common Logon

After the CTDS number is assigned, each grantee or administrator should request access to the Common Logon by contacting the ADE Support Department at (602) 542-7378 or (866) 577-9636. The link to Common Logon is:

https://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon

The grantee or administrator should request access to LEA Calendar and SAIS On-line for the designated provider, grantee or administrator. These software applications will assist the school in submitting all the information necessary to obtain aid. If the third-party program is reporting through a SMS, they should request access to the Student Details Data Interchange.

Establishing a Calendar

To determine the 100 days necessary to receive aid the school should create a calendar.

Before the calendar is entered into SAIS, the third-party program must decide when classes are to be held because, in the calendar application, the user must choose to enter a five-day, four-day or three-day calendar. The number of days of instruction during the week will determine the number of school days required in the year. For instance, if a school decides to have instruction on four days each week, the calendar for the year must have at least 144 days.

As the memorandum indicates, **preschool** programs are expected to conduct classes on three days or more during the week and provide a minimum of 360 minutes of instruction during those days. The calendar application will determine the number of days of instruction for the year based on the number of days of instructions during the week.

The person who defines the calendar is usually associated with the third-party program. They should have access to Common Logon through their user name and password. They select LEACalendar, an on-line application, to define the calendar. The CTDS is entered and the user establishes a calendar following the prompts on the screen. A separate LEA Calendar manual is available through the LEA Calendar application.

Entering Student Data through SAIS Online

Once the calendar is defined and activated, the school should enter the membership, disabling condition and minutes of attendance information for each student. This information determines if the school will be reimbursed for services provided to each specific child. This is done through SAIS Online which is accessible through the Common Logon.

The personal information about each student includes:

Legal Last Name, First Name and Middle Name
Nickname
Last Name at Birth
Responsible Party (Last Name and First Name)
Birth date
Country of Birth
State of Birth (if born in the U.S.)
Gender
Ethnicity
Home Language
Tribal Name
SAIS id

The first time a student is entered, he/she does not have a SAIS id. It will be assigned by ADE and displayed on the SAIS Online screen within a few days.

The membership information which determines where the state aid is sent includes:

District of Residence (the CTDS of the district where the child lives)
District of Attendance (the CTDS of the
        third-party program)
Enrollment Date
Enrollment Code (a selection list is provided in the application)
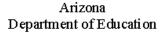Membership FTE
Track Number
Grade
Withdrawal Date
Withdrawal Code (a selection list is provided in the application)

The student's disabling condition record includes:

        Need Code
        Start Date
        End Date
        SPED Service Code
        SPED Service Entry Date
        SPED Service Exit Date
        Exit Reason Code
        SPED Grade
        Funded SPED Service DOR

Although attendance may be entered in two different ways, either absences or minutes of attendance, preschool programs, must enter the minutes attended. The users have the choice of entering the minutes for each day or for an entire week.

| Arizona | | Office of the |
| Department of Education | | Auditor General |

USFR MEMORANDUM NO. 191

TO: School District Administrators; County School Superintendents

FROM: Magdalene D. Haggerty, Office of the Auditor General
Scott W. Thompson, Arizona Department of Education

DATE: August 21, 2002

SUBJECT: Required Instructional Hours by Grade Level and Days of Instruction

This Memorandum supersedes the portion of Memorandum No. 178 that relates to instructional hours required by grade level. Arizona Revised Statutes (A.R.S.) §15-901(A)(2) sets the minimum number of instructional hours for school districts and Laws 2002, Chapter 189, Section 2 amends this statute for grades 9 through 12. The table below shows the required number of instructional hours for all grade levels for fiscal years 2002-03 and thereafter.

Fiscal Year	Minutes Required per Week for PSD	Instructional Hours Required by Grade Level				
		K	1, 2, & 3	4, 5, & 6	7 & 8	9, 10, 11, & 12
2002-03	360	350	700	875	1050	708
2003-04	360	352	704	880	1056	712
2004-05	360	354	708	885	1062	716
2005-06 (and thereafter)	360	356	712	890	1068	720

The required number of hours for high school subjects remains at 122 hours for FY 2002-03 and increases to 123 hours in FY 2003-04 and thereafter.

A.R.S. §15-341.01 and Laws 2000, 5th Special Session, Chapter 1, Section 54 require school districts to increase the number of days in a school year to 180 days over a phased-in period. The table on the next page shows the required number of days of instruction based on a five or four day week for fiscal years 2002-03 and thereafter.

Data Management Procedures for SAIS Online

Fiscal Year	Days of Instruction Required	
	Five day week	Four day week
2002-03	177	141
2003-04	178	142
2004-05	179	143
2005-06 (and thereafter)	180	144

Districts should revise their FY 2002-03 and subsequent calendars and schedules to meet these requirements.

If you have questions or need assistance, please call the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695, or the Office of the Auditor General, Accounting Services Division at (602) 553-0333.

MDH/SWT/lm

Memorandum of Understanding

_____

(District of Residence)

And

_____

(Third-party program)

Acknowledge the right of the District of Residence to submit enrollment and attendance data to the Arizona Department of Education's SAIS application on behalf of the Head Start or other approved third-party program and to view student detail data of the Head Start or other approved third-party program for fiscal year 2006. The Head Start or other approved third-party program has the ultimate responsibility for the accuracy of the data.

_____

District of Residence representative

_____

Third-party program representative.

_____

Date